

TRAINING ROOM RULES

Front doors open at 8:00 AM. Please do not knock on the doors to be let into the building prior to this time. We also ask that if you arrive before a training session or meeting that you please wait in the lobby area until a BCI Staff member escorts you into the training room.

Please do not park in any reserved parking spaces. There is open parking in the front of the building on both sides of the grass parkway area. Parking on the East and West sides of the building should be left for the employees of the building.

All persons attending training or discussion groups must be signed in at the front desk and have ID Badge or sticker worn between the neck and waist and visible at all times while in the building.

All cellular phones, pagers or radios must be turned off or silenced. If you need to answer a page or call, please step out of the room so as to minimize disruption of the class. There is a telephone provided for local calls in the break room outside the training room.

Restrooms are located in the hallway to the South of the training room and inside the front entrance prior to entering the front lobby.

Soda pop machines are located in the front entrance prior to entering the front lobby and in the break room. There is also a candy machine located in the front entrance. Food and drink are allowed in the training room at this time as long as it does not disrupt the class and we clean up after ourselves. Trash receptacles are placed at the doorways. Prior to leaving please help us to keep our training room clean by picking up any trash around the area where you are sitting.

We have an ice machine located in the break room to refill cups and mugs. Please do not place hands inside the machine - use the provided scoop or pitcher to get ice.

We ask that you please follow the schedule of training and do not prolong break times and lunch times. This allows us to meet class times and schedules to cover the subject without going over allotted time.

The break room is shared by all of the building and used by many for their lunch times. Please be considerate of others using the facility. As the building is a smoke-free site you will need to step outside to smoke. There are tables outside as well as an atrium area in the center portion of the building that you are welcome to use. However, should you step outside the secured doors you will need to be let back into the building by someone with a door key or walk around to the main entrance at the front of the building and be let back in through the lobby entrance. Trainers will check the doors and smoking areas at the end of each break to let trainees back into the building.